

State of Montana Occupational Standard Template

Job Code Title: Highway Patrol Officer

O*Net Code: 33-3051.00 Police and Sheriff's Patrol Officers

☐ **Purpose** (Check the box if the purpose of the job matches the occupational standard): Maintain order and protect life and property by enforcing state, local, tribal, or federal law and ordinances within jurisdiction; regulating traffic; preventing crime; and arresting violators.

Method used to Conduct Classification Review (If at least 70% of the time spent performing the work in the job matches the standard by at least 70%, continue using this occupational standard. If not, choose a different occupational standard or use an "all other" template): ☐ Job Description Review ☐ Reclassification & Job Audit ☐ Reclassification Transition ☐ Other (describe):

% Representative Duties Performed at All Levels (Add percent of time matching the standard. Leave boxes unchecked if the work duty is not performed in the job. Classification does not require all boxes in this section be checked.):

- ☐ Patrols and observes traffic flow and conditions on highways and roads within assigned area, enforcing all local, tribal, and state and federal laws.
- ☐ Responds to and investigates emergencies and non-emergencies such as vehicle crashes, as requested, assigned, or discovered.
- ☐ Inspects vehicles stopped for traffic violations and may issue citations.
- ☐ Searches for vehicle records and warrants in the field using computers.
- ☐ Conducts criminal investigations resulting from patrolling duties (e.g., drug interdictions, stolen vehicles, and citizen complaints).
- ☐ Records facts, prepares reports, and documents and collects evidence.
- ☐ Prepares for and provides testimony in criminal and civil court cases, at depositions, or under subpoena as an expert witness.
- ☐ ~~Performs equipment maintenance, including cleaning and maintaining firearm components and other equipment.~~
- ☐ May make presentations about law enforcement subjects.
- ☐ May provide first aid or other assistance to accident or crime victims as necessary.

- Check any boxes* in this standard matching the minimum requirements (including statutory requirements*, if any) for the position's job description.
- Check the box beside the job code and title matching the duties performed by the position. If the position does not perform all additional duties and meet all minimum requirements for higher levels, but still matches the overall 70% threshold for the occupation, check the box beside level 1.
- The job can't be classified higher than level 1 unless all the level's additional duties and other minimum requirements are performed by the position.

	<input type="checkbox"/> Highway Patrol Officer 1 L35011	<input type="checkbox"/> Highway Patrol Sergeant L3501M
Additional Duties Required at this Level	<ul style="list-style-type: none"> • None 	<input type="checkbox"/> Directly supervise and coordinate activities of at least 2 FTE Highway Patrol Officers. <input type="checkbox"/> Perform management functions, including performance management, discipline, work distribution, employee development. <input type="checkbox"/> Provide communications between District Commander and Highway Patrol Officers.
*Note –Items below with check boxes are statutory requirements used during classification. Check the box if the position meets the statutory requirement.		

	<input type="checkbox"/> Highway Patrol Officer 1 L35011	<input type="checkbox"/> Highway Patrol Sergeant L3501M
Typical Qualifications on the First Day of Work	<p>Must meet the following statutory and administrative rule <u>MCA</u> requirements established under 44-1-401, 44-1-601, 44-4-404, 44-10-301, <u>7-32-303</u>, and ARM 23.12 part 12 and 23.13 part 2:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sound and active physical and mental condition <input type="checkbox"/> Good moral character <input type="checkbox"/> Residency in Montana <input type="checkbox"/> Citizenship in the United States <input type="checkbox"/> Valid Montana Driver's License <input type="checkbox"/> Pass preservice testing, screening and training <input type="checkbox"/> At least 20 years of age at the date of the preservice test <input type="checkbox"/> <u>Age requirement as outlined in MCA.</u> 	<p>Must meet the following statutory and administrative rule requirements established under 44-1-401, 44-1-601, 44-4-404, 44-10-301, <u>7-32-303</u>, MCA; and ARM 23.12 part 12 and 23.13 part 2:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sound and active physical and mental condition <input type="checkbox"/> Good moral character <input type="checkbox"/> Residency in Montana <input type="checkbox"/> Citizenship in the United States <input type="checkbox"/> Valid Montana Driver's License <input type="checkbox"/> Pass preservice testing, screening and training <input type="checkbox"/> At least 20 years of age at the date of the preservice test. <input type="checkbox"/> <u>Age requirement as outlined in MCA.</u> <input type="checkbox"/> <u>48</u>72 months of service as a Highway Patrol Officer (at least 12 continuous).
Core Competencies		•
Other Important Information	<ul style="list-style-type: none"> • Graduation required from Highway Patrol Recruit Academy. • Must obtain valid POST certificate as required by ARM. • Criminal history check. • Background investigation. • Psychological Exams. • Fitness-for-Duty Exams. • New patrol officers are placed under probationary training and service for 6 months to 1 year, per 44-1-601, MCA. • Continuing education requirements established by 23.13.201, ARM • Train and qualify with firearms. • <u>Ensures equipment is maintained.</u> 	<ul style="list-style-type: none"> • Graduation required from Highway Patrol Recruit Academy. • Must obtain valid POST certificate as required by ARM. • Criminal history check. • Background investigation. • Psychological Exams. • Fitness-for-Duty Exams. • Continuing education requirements established by 23.13.201, ARM. • Train and qualify with firearms. • <u>Ensures equipment is maintained.</u>
Typical Work Environment	<ul style="list-style-type: none"> • May be exposed to various life-threatening situations. • Long periods of time spent in patrol or emergency vehicles. • Works various shifts at all times of the day or night, including 24-hour on-call status. • Works outdoors in all weather conditions, including extreme cold, heat, rain, snow, etc. • Regularly works at crime and accident scenes, including high-traffic areas or interstates with vehicles passing at high speeds. 	<ul style="list-style-type: none"> • May be exposed to various life-threatening situations. • Long periods of time spent in patrol or emergency vehicles. • Works various shifts at all times of the day or night, including 24-hour on-call status. • Works outdoors in all weather conditions, including extreme cold, heat, rain, snow, etc. • Regularly works at crime and accident scenes, including high-traffic areas or interstates with vehicles passing at high speeds.
FLSA Status¹	• Non-exempt	• Non-exempt

¹ State agencies must evaluate each individual employee to determine overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Minimum Physical/Mental Requirements:

- Physically demanding work involving conflicts and accidents; includes arresting individuals and assisting victims.
- Required to safely drive a patrol or emergency vehicle at high speeds.
- Must remain alert and ready to react throughout the entire shift.
- Manage mental stress associated with crime and accident scenes, including life-threatening incidents, suffering, and violence.
- Required to interact with a variety of individuals, some of which may be hostile, unpredictable, confrontational, or dangerous, including victims, criminals, the public, lawyers, and court officials.
- Communicate facts verbally and in writing.

- Physically able to aim, fire, and qualify with a weapon.

Distinguishing Occupational Factors:

Supplemental Job Information (to be completed by agency):

- Position Number(s):
- Differing Work (Differences, if any, must be no more than 30 percent of the total job. If a job differs more than 30 percent from this description, it must be classified into another benchmark or an “all other” standard.):

5% - Assisting with conducting employment and background investigations.

Supporting Documentation:

- ☐ Agency Classification Request
- ☐ Organizational Chart
- ☐ Job Audit Notes
- ☐ Other (please describe):

Signatures

My signature below indicates the statements associated with this position’s duties are accurate and complete.

Supervisor (Name, Title, Date)_____

I attest the criteria outlined above meet classification requirements outlined in the broadband manual/policy) establishing the following occupational title and level for the positions listed:

TITLE_____

LEVEL_____

JOB CODE_____

Classifier (Name, Title, Date, Agency) _____